

DDA 81-1522/1

30 JUL 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Nominees for Rotational Assignments to the
Washington Area Recruitment Office

1. The Office of Personnel is making a special effort to ensure that the Agency meets its FY 1982 and 1983 enhanced staffing requirements. In order to accomplish this objective, the Office of Personnel plans to increase the number of recruiters at the Washington Area Recruitment Office (WARO).

2. At this time, the Office of Personnel is seeking nominations of officers to fill three additional positions at WARO. Nominees should be GS-11 through GS-13 officers who have been with the Agency for five or more years, who have a genuine desire to serve as a recruiter on a two- or three-year rotational assignment, and who possess those interpersonal skills needed to make each an excellent representative of the Agency. Those candidates who have served in offices and directorates other than their offices of present assignment will be given extra consideration; good oral and writing skills are essential.

3. Selected officers will be utilized within WARO and also to provide TDY assistance for expanded field recruitment efforts. Candidates should be willing to travel on a fairly frequent basis.

4. If your office is able to identify nominees for a rotational WARO assignment, please forward an updated Biographic Profile and the Official Personnel File on each nominee to the DDA/CMO, 7C-18, Headquarters Building by

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11 August 1981. Negative responses may be by telephone.
If you have any questions regarding this matter, please
STAT contact

W/s/ William N. Hart
Harry E. Fitzwater